



How to Create a Warrant from an Incident Offender Charge

When creating a warrant, you have the option in iSOMS of creating it from an incident charge. You can use this to save time and fill in information automatically. This guide explains the process of creating the warrant from an incident charge, what information you may need to add afterwards, and how to print a warrant as a Custom Form report.

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Creating a Warrant from an Incident Charge

First, you must find the incident offender's charge you wish to create a warrant from.

On the iSOMS home page, navigate to:

Records → Administrative → Incident Reports





This will bring you to the **Incident: Search (Main)** screen.

Incidents: Search (Main)

Last 7 Days

Last 30 Days

Last 30 Days - Me

Not Supervisor Approved

Not Super

All Approved For D.A.

Unapproved Supplements

Reported/Approved 30

Follow Up (Last 7 + Next 14 Days)

Approved Last 30

Info Only

Unassigned

Active Cases

Detect

All Assigned - My Shift

Exclude From Public

All Juvenile Involved

Print Agency Stats (Current Year)

InActive

Active Grand Jury

Lookup

Clear Filter

Case #:

Reference #:

Reports From:

Pursuit Type:

Report Status:

Assigned From:

UCR:

Location Code:

Cleared From:

Docket #:

Ticket #:

Occurred From:

Find or create the incident record for which you wish to make warrant(s).

Incidents: View Record

<< FIRST

< PRIOR

NEXT >

LAST >>

Case #:

Report Date:

Time:

03000636

02/25/2025

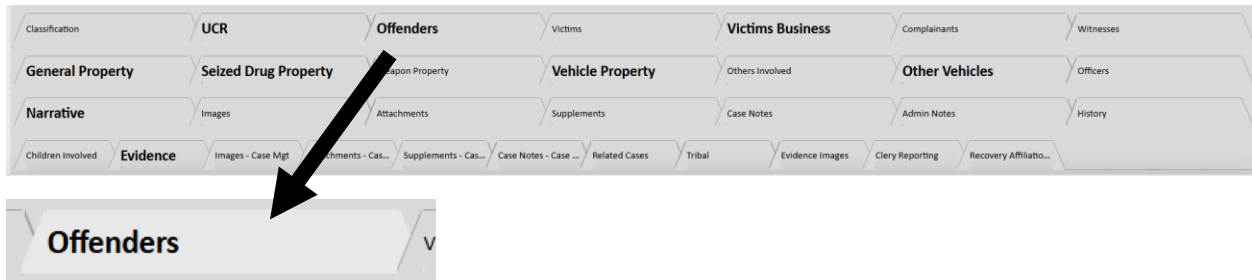
15:50:00

PRINT PUBLIC SUMMARY

PRINT MEDIA



Once you select the record you need to make a warrant for, find the **Offenders** tab in the list of tabs.



Select the offender you need to make a warrant for by double-clicking or pressing the pencil icon.



This will take you to the **Incidents: View Offender** screen. This is the offender's record as related to this incident.

Incidents: View Offender

<< FIRST

< PRIOR

NEXT >

LAST >>

BACK TO INCIDENTS RECORD

Last Name:

AMBURN JR.

First Name:

DONALD

Middle Name:

LEWIS

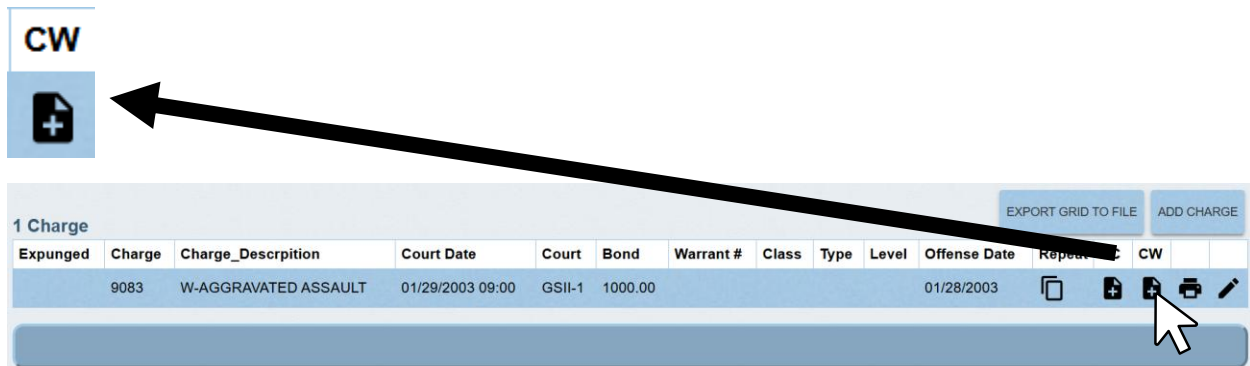
☐ Lives On Campus



Here you will navigate to the **Charges** tab.



Here you will see information related to the charges the individual has. In order to create a warrant, you can simply click the symbol underneath **CW** (Create Warrant) which looks like this:



Now you are asked for confirmation that you want to add a warrant. Press **Yes** to proceed.

Create Warrant

Are you sure you want to add a warrant for this charge?

☐ Add The Rest Of Charges To This Warrant

YES CANCEL

iSOMS will give you the option of creating adding the rest of the charges to this warrant. However some states, including Tennessee, typically require one warrant per charge. This means selecting this option would have multiple charges on one warrant, so this is typically **not recommended** unless your state or other governing body allows it.

Instead, you can simply repeat the process for each charge so that each one has a separate warrant.





Filling in the Rest of the Warrant

This will create the warrant from the charge you selected.

Warrants: View Record

LOOKUP NEW WARRANT REPEAT AUDITS

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Court: GENERAL SESSIONS I Process: ARREST Warrant Case #:

☐ Waiting To Be Signed Warrant Id: 47973 / Jacket #: 7448 / Master Person Id: 14048 / Sheriff #: 47973

Reference #: 03000636 Docket #: Received Date: 05/19/2025 Received Time: 10:50:18 Issued Date: 05/19/2025

Plaintiff: STATE OF TENNESSE

Last Name: AMBURN JR. First Name: DONALD Middle Name: LEWIS Jr/Sr: Title: Notify Affiant: Y Night Service: (Y/N)

House #: 811 Direction: FAKE LANE Apt/Lot #: City: KNOX State: TN ZipCode: 37772

County: School: Subdivision/Area/Building Complex: Zone:

After you have created the warrant from the charge on the offender, you will likely need to fill in additional information related to the warrant. iSOMS will transfer as much information as it can, but you need to check the fields to make sure that they are filled in. The following are common fields that might still need to be filled in.

Court: GENERAL SESSIONS I Process: ARREST Warrant Case #:

☐ Waiting To Be Signed Warrant Id: 47973 / Jacket #: 7448 / Master Person Id: 14048 / Sheriff #: 47973

Reference #: 03000636 Docket #: Received Date: 05/19/2025 Received Time: 10:50:18 Issued Date: 05/19/2025

Make sure the proper **Court** is selected.

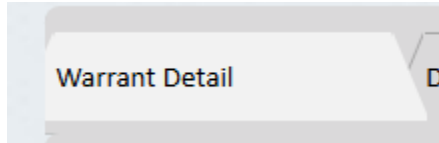
Court:
GENERAL SESSIONS I

Add the **Warrant Case #** and **Docket #** as appropriate. **Reference #** will usually be the same as the original incident case #.

Warrant Case #: 123456 Docket #: 7890 Reference #: 03000636



Scroll down and find the **Warrant Detail** tab:



Court Date: 01/29/2003	Court Time: 09:00:00	Held By Other Agency: (Y/N)	FTA Fees: (Y/N)	Issued By Agency: NARATN	Judge / Commissioner:
Warrant Issued By :					
Dispatcher In:	Dispatcher Out:	Restitution Amount: 0	Warrant Status: SERVED BY ARREST		
Served: Y	Completed/Served: 01/27/2003	Served By: 603 ELDER, MARTIN WILLIAM -IP	Served How: SERVED PROCESS	Attempts: 0	Cleared By:
Served By Agency:					
Assigned To:	Returned By:	Return Date:	Return Time:	Service Paid: (Y/N)	
Certified Copy: (Y/N)	NCIC Checked: (Y/N)	State Checked: (Y/N)	Extradite: (Y/N)	Mileage Range: 0	Issued On Behalf Of: (Y/N)
ROR: (Y/N)				Warrant Type:	

Fill in the fields as needed, making sure **Court Date and Time** are the correct times. You can add the agency the warrant was issued by in either **Issued By Agency** (freeform) or **Warrant Issued By** (dropdown).

Court Date: 01/29/2003	Court Time: 09:00:00
Issued By Agency: NARATN	Warrant Issued By : FBI

Now go to the **Charges** tab. Ensure the information here is correct and any desired information is filled in.



Charge Code: 9083 W-AGGRAVATED ASSAULT				9083
Charge Classification:	Charge Type:	Charge Level:	Charge Detail(free form):	
Bond Type:	Bond Text:	Bond Amount: 1000.00	Offense Date: 01/28/2003	
Bonding Company:		SEARCH	EDIT	ADD



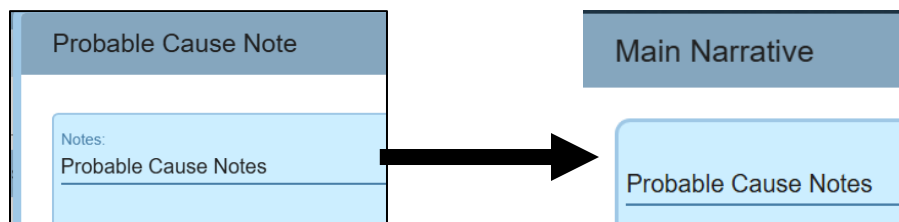
Now go to the **Notes** tab where you can put the probable cause notes in the Narrative.

However, this may already be filled in if you entered it in the incident offender's charge record.

If we look at the charge under the offender's charge tab in the Incident module, we will see that there is a button to put a probable cause for the charge. If this is filled in, iSOMS will automatically copy over the Probable Cause note into the Narrative for the warrant.

Incident Offender Module

Warrant Module





Printing the Warrant in Custom Forms

Once you have finished filling the warrant in, you can now print the warrant by using the **Custom Form** reports.

Make sure you are still on the warrant record you want to print the warrant for.

In the Warrants module, click **REPORTS → CUSTOM FORMS**

This screenshot shows the "Warrants: View Record" interface. At the top, there is a navigation bar with tabs: LOOKUP, NEW WARRANT, REPEAT, AUDITS, MAPS, ASSIGN PAPER, TOPICS, and REPORTS. The REPORTS tab is highlighted with a red box. Below the navigation bar, there are navigation buttons: << FIRST, < PRIOR, NEXT >, LAST >>, SAVE, and DELETE. The main content area displays warrant details: Court (GENERAL SESSIONS I), Process (ARREST), Warrant Case #, Reference # (03000636), Docket #, Received Date (05/19/2025), Received Time (11:11:54), and Issued Date (05/19/2025). A dropdown menu is open from the REPORTS tab, showing options: Active Lists, Served Lists, Returned Lists, Statistics, Statistics Served, Detail Report, Form Letters, and Custom Forms. The Custom Forms option is highlighted with a red box and a black arrow points to it from the top right.

This will open the **Custom Reports** screen for Warrants.

This screenshot shows the "Warrants: Custom Reports" page. It features a "Report Style" dropdown menu set to "Tn, Loudon Warrant.docx". Below this, there are fields for "Disposition Date" and "Time", "Failure To:" set to "APPEAR", "Bond Amount" (0), "Warrant Fee" (0), and "Total" (0). There are also fields for "Issue Date" and "Time", and a "Bond Terms" dropdown menu. At the bottom, there is a light blue box labeled "Additional Info:" and a footer that reads "Form for: DONALD AMBURN JR.".



Here you can print the **Warrant** as a custom form that has been added by M&M Micro Systems, Inc. for your agency. Click **Report Style** and choose the correct one for your agency.

Report Style

Tn, Loudon Warrant.docx

▼

Fill in any other relevant information and **View** or **Download** the report.

GENERAL SESSIONS COURT OF VAN BUREN COUNTY, TENNESSEE	ARREST WARRANT	OFFICER'S RETURN
STATE OF TENNESSEE VS. AMBURN JR., DONALD LEWIS	TO THE DEFENDANT <input type="checkbox"/> Based on the affidavit of complaint filed in this case, there is probable cause to believe that you have	<input type="checkbox"/> Warrant served by arresting the defendant today or on



For More Information...

We hope this manual has been helpful to you and your agency. If you have any more questions, don't hesitate to call us at 888-644-5786.

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